

Permanent change of station (PCS)/Separation (ETS) reservation form

Please answer the following questions completely; this enables Navigant SatoTravel to arrange your reservations as quickly as possible. When the requested routing is in accordance with Government Travel regulations, (please see attached information letter) the tickets will be charged on a government Credit Card (CBA). Should you request circuitous travel or any other deviation to your entitled travel you have to purchase your own tickets with Navigant SatoTravel and claim reimbursement with Finance. Navigant SatoTravel is not determining the amount you get reimbursed. It is absolutely mandatory that the PCS/ETS travel order is attached.

Traveler (Sponsor) Information:

Last Name, first name, middle initial: _____
 Duty Phone: _____ Cell Phone: _____ Home Phone: _____
 E-mail: _____ Fax number: _____

Dependents: (All names have to match with the Travel documents (Passport, ID cards and orders.)

Name (last/first)	DOD ID holder? On orders?	
_____	<input type="checkbox"/> YES <input type="checkbox"/> No	<input type="checkbox"/> YES <input type="checkbox"/> No
_____	<input type="checkbox"/> YES <input type="checkbox"/> No	<input type="checkbox"/> YES <input type="checkbox"/> No
_____	<input type="checkbox"/> YES <input type="checkbox"/> No	<input type="checkbox"/> YES <input type="checkbox"/> No
_____	<input type="checkbox"/> YES <input type="checkbox"/> No	<input type="checkbox"/> YES <input type="checkbox"/> No
_____	<input type="checkbox"/> YES <input type="checkbox"/> No	<input type="checkbox"/> YES <input type="checkbox"/> No

POV: IF you are shipping a privately owned vehicle (POV) at the government's expense in connection with this PCS! Please name water port or inland delivery POV point (RTF form required, please see attached information letter):

Travel routing. If you wish to do other than what is required on your orders, you will be notified of any additional expense before ticketing: (please note that all flights from Europe are leaving in the morning or early afternoon.

Departure (city, state) _____ Destination (city/state) _____ Date (MM/DD/YY) _____ Time (if known) _____

Pet Information (All costs for pet shipments are at your personnel expense):

Pets over 100 pounds must travel via cargo. The pet has to have all necessary shots and needs a Veterinarian statement not older than 10 days (prior to your flight). If ground temperature at any segment of your trip is over 85°F, pets will not be boarded (please reconfirm two days prior to your departure any pet reservation's directly with the airline).

Type of Pet (dog, cat, rabbit etc.) _____ Breed _____ Sex _____

Total weight of pet & cage _____ (in pounds)

Dimensions of cage (LxWxH) in Inches _____ and in cm _____

Additional information: (Car-, Hotel reservations etc.)
